

# MCB Project Summary Outline

Please use this outline for each project.

Community:	
Name of Project:	
Project Coordinator:	Day Phone:
Type of Project: _____ Long-Term _____ Short-Term _____ Ongoing _____ Annual	
Time Frame: Date Began _____ Date Completed _____	
Number of Volunteers? _____ Age Range of Volunteers? _____	

## Cost of Project

### Materials

Donated	Purchased

### Labor

Volunteer	Paid

### Total

Donated & Volunteer	Purchased & Paid

## Sources of Funding

(How was money raised for this project?)

Grants		Donations		Other	
Source	Amount	Source	Amount	Source	Amount

(see next page for narrative summary)

## Narrative Summary of Project

Why this project?

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Who selected it?

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What assessment process led to this project?

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How does it fit in with the organization's goals and/or those of the community?

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### **Community involvement:**

Who served as the lead organization?

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List other organizations, groups, and businesses that participated in the project. Please include dated news articles and photos.

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